

Enrollment and Materials Ordering

- Log into the state site:
 - www.Michigan.gov/oeaa-secure
 - New users will need to obtain a user ID and password from their school district administrator of the OEAA secure site or contact their district superintendent's office.
 - Email meap@michigan.gov with any questions or concerns with the OEAA site.

Enrollment and Materials Ordering

- Enrollment window is Nov 1 – 17, 2006
- Test Supervisor will need to update the enrollment screen
- Validate the number of students taking the assessment and update if necessary
- Enter the number and type of accommodation materials needed per subject for WorkKeys and Michigan components

Select Additional Orders & Shipment Tracking

MEAP

 **Department of Education**  **Michigan.gov**
An Official State of Michigan Web Site

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Online Registration

- Student Search
- Print Name Updates
- Class Demo Updates
- Additional Orders & Shipment Tracking**
- Tested Roster
- Tested Roster
- Roster Issues

Reports

- Pre-Identified Students
- Student Roster
- Student Test Scores
- Up/Down Demo Status
- Barcode Labels
- Student Record Labels

Administration

- Users
- My Settings

Data Exchange

- Pre-ID Import
- View Pre-ID Imported Files
- Demographic Upload
- View Demo Upload Files

7 **Log out**

User ID: Larry Ehret

Student Search

Student ID Partial Info Search
Barcode Statewide Search
UTC Last Name First Name M.I. Birth Date

City of Birth Gender Birth Order SSN

Primary Ethnic Group M F Either
ISD

District

School Building Code

*** State Wide Search Requires Last Name, First Name, Date Of Birth**

Student Search

UTC	Student ID	Name	Birth Date	Gender	Ethnicity
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Enter search criteria and press the Search Button.

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Select Enrollment Tab

NCS Schoolhouse™ Web Site



The screenshot shows the NCS Schoolhouse™ Web Site interface. At the top, there is a banner with the Michigan Department of Education logo and the Michigan.gov logo. Below the banner is a navigation bar with several tabs: SELECT CUSTOMER, ADMIN, HOME, REPORTS, PROFILE, ENROLLMENT, and ADDITIONAL ORDERS. The ENROLLMENT tab is highlighted with a red circle, and a red arrow points to it from the title 'Select Enrollment Tab'. Below the navigation bar, the page displays the user's session information: 0000000000 STATE OF MICHIGAN/8292908945 DETROIT ACADEMY OF ARTS AND SCIENCE. On the left side, there is a 'Related Links' section with links to MI-Access, Assessment Manuals, Shipment Tracking, User Guide, Manual-Additional Orders.pdf, and Michigan Department of Education. The main content area on the right contains a welcome message, instructions for District MEAP Coordinators, and a list of related links with descriptions.

Michigan.gov Home | Education Home | OEAA Home | Support | Contact Us | State Web Sites

SELECT CUSTOMER | ADMIN | HOME | REPORTS | PROFILE | **ENROLLMENT** | ADDITIONAL ORDERS | Contact Us

0000000000 STATE OF MICHIGAN/8292908945 DETROIT ACADEMY OF ARTS AND SCIENCE

Related Links

- [MI-Access](#)
- [Assessment Manuals](#)
- [Shipment Tracking](#)
- [User Guide](#)
- [Manual-Additional Orders.pdf](#)
- [Michigan Department of Education](#)

Welcome to all Users of the OEAA Secure Web Site

District MEAP Coordinators:

To expedite your request for additional orders, please use the "additional orders" tab at the top of this screen and enter your orders directly online. If orders are entered by 4:00 PM, you will be able to review them the next day.

If you need assistance with this process, please call 1-800-204-4109.



This NCS SchoolHouse™ Web Site has been designed to provide supplementary services for our Michigan assessment programs. This fall, it can be used to order additional materials for the Michigan Educational Assessment Program (MEAP).

To the left, there are related links to Web sites.

- The first link directs you to the MI-Access site. You may also call the MI-Access hotline number, 888-382-4246, for other information or questions related to MI-Access.
- The second link directs you to the electronic versions of MEAP manuals that are being used this fall.
- The third link tracks the shipment of MEAP assessment materials to and from our scoring contractor, Pearson Educational Measurement.
- The fourth link accesses the User Guide for Additional Orders and Shipment Tracking tools.
- The fifth link gives you access to the faxable MEAP 3-9 Additional Materials Request Form. To use this form you must print it, fill it out, and FAX it. (Caution: This is not the online form referenced in the paragraph above in red. For fastest service, please use the electronic form.)

Drop Down to Select MME Spring 2007 Cycle

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[SELECT CUSTOMER](#) | [ADMIN](#) | [HOME](#) | [REPORTS](#) | [PROFILE](#) | [ENROLLMENT](#) | [ADDITIONAL ORDER](#) | [Contact Us](#)

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Enrollment

Please select a test from the choices listed under the **Test: drop down menu.**

Test:

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Enrollment Screen

- Enrollment Screen has sub-tabs:
 - Detail Instructions
 - Enrollment
 - Supplemental Enrollment
- Select and follow Detail Instructions